

STATE OF HAWAII  
DEPARTMENT OF PUBLIC SAFETY



MAUI COMMUNITY CORRECTIONAL CENTER

600 Waiale Drive  
Wailuku, Hawaii 96793

VISITOR'S HANDBOOK

Revised: November 2018

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## **WELCOME TO THE MAUI COMMUNITY CORRECTIONAL CENTER "MCCC"**

The staff of MCCC welcomes all of you and encourages inmates to maintain close contact with their families and friends by using their visitation privileges. Visiting privileges may be restricted, suspended, or terminated, if the rules are violated by either the inmate or the visitor. It is important for you to read this handbook and become familiar with the rules governing visitation.

It is necessary that the inmate submit a list of visitors for approval to enter MCCC. Processing and clearance for these persons normally takes three to four days, and it is the responsibility of the inmate to inform visitors when they have been approved for visitation. Immediate family members may visit the inmate immediately for the first 30 days of the inmate's incarceration at MCCC pending approval to enter MCCC.

Immediate family: Mother, father, wife, husband, child, or sibling(s). In instances of "hanai" relationships, individuals who function in the roles as parent(s), sibling(s), or child(ren), will be considered as part of the inmate's immediate family.

Other relatives and friends shall be approved for visiting only after completion of the required process. Probationers and parolees shall be allowed to visit with inmates at MCCC only with the approval of their probation/parole officers.

Other subjects such as telephone privileges, mailing program, store order, etc. which may be of interest to you, are covered in this handbook. Please read this handbook in its entirety and if you have any questions, you may contact the case manager assigned to the inmate.

## **MONEY PROCEDURES**

An inmate may not possess money. Each inmate is assigned a MCCC account. Only individuals, who are on an inmate's approved visitation list, may mail in CASHIER'S CHECK ONLY to MCCC, on behalf of an inmate. Cashier's checks mailed in by unauthorized persons will not be accepted, and returned to the sender.

Only cashier's checks made payable to *Maui Community Correctional Center* shall be accepted for deposit to an inmate's account. The full name of the inmate recipient must be legibly shown on the cashier's check. The full name and address of the donor must also be represented. A maximum of \$200.00 per month, per inmate, will be accepted.

MCCC will not release information regarding an inmate's account balance or verify receipt/non-receipt of funds by phone or letter. MCCC will only provide this information to the inmate. Any concerns will be addressed with the inmate.

Disputes regarding money posted to the inmate's account can be submitted in writing to the Business Office. A specific request and detailed information must be stated. Faxes to MCCC will not be accepted.

## **VISITATION PROCEDURES**

For 30 days, newly admitted inmates may have visits with immediate family members without having to fill out a visitation list. Immediate family members include father, mother, husband, wife, child, brother, or sister. Once an individual is placed on an inmate's visitation list, the 30-day period is terminated. Once the 30-day period expires, only those individuals listed on the inmate's visitation list will be allowed to visit.

It is the inmate's responsibility to complete a visitation list that includes the visitor's name, current address, phone number, social security number, date of birth, and relationship to the inmate.

Visitors shall check-in at least 45 minutes prior to the scheduled visitation time, and must complete form 8247, "Visiting Application," notice consenting to search (attached herewith for reference). All visitors must sign the visitor's log. Only two (2) adult visitors shall be allowed to visit with an inmate. Minor children are limited to two (2) per visit and must be accompanied by a legal guardian. An approved adult, who is on the inmate's visitation list, must escort a visitor under the age of 18. A legal guardian must complete the "Notice of Waiver" form for each visitor under the age of 18 (attached herewith for reference). The adult escort must remain with the minor during the entire visit and the minor shall not be left unattended. If the legal guardian is unable to bring the minor into the facility, the legal guardian is required to complete the "Parental Consent for Minors" form and notarize the form (attached herewith for reference). Visitors, age 13 and above, must present a photo identification (ID). Visitors under the age of 13 may provide a non-photo ID. Visitors may also be required to provide a marriage license and birth certificates upon request (i.e. if different last names). Approved photo ID shall be limited to the following:

- Valid state ID (out-of-state ID is acceptable)
- Driver's license
- Passport
- Government (i.e. city, state, federal) ID
- Military ID
- School ID (13 years or older)

All visitors and any item(s) entering into the MCCC will be subject to a frisk/pat search. When probable cause exists, visitors may be subjected to a strip search. Contraband that is discovered on a visitor's person will result in the suspension of visitation privileges, pending an investigation.

Any item given to an inmate without approval is considered contraband. "Promoting Prison Contraband" is punishable by up to five (5) years imprisonment.

Female visitors will inform the female Search ACO of their menstrual period. Visitors shall be required to remove and change sanitary supplies in the presence of a female ACO. The used sanitary supplies will be discarded and replaced with new supplies. It is the visitor's responsibility to provide sanitary supplies for the change.

## **VISITOR DRESS CODE**

Visitors will dress in a neat, appropriate, and conservative manner which is not unduly provocative, suggestive, or revealing, and does not resemble inmate attire or present adornments which could be used as a weapon, or any clothing deemed inappropriate by staff.

No jewelry is permitted except for wedding band/ring worn on the left ring finger and any item that cannot be removed due to extenuating circumstances (i.e., bracelet without clasp that cannot be removed). Medical identification tags and medically approved eyewear will be approved. No sunglasses are allowed.

All visitors age 13 and above will abide by the "Dress Code for Female/Male Adult Visitors.

### **DRESS CODE FOR FEMALE/MALE ADULT VISITORS**

- Undergarments (i.e. panties, bras, slips, boxers, briefs)
  - Must be worn
  - Pantyhose do not constitute undergarment
  
- Dresses and Muumuus
  - Must not be shorter than 2 inches above the kneecap when seated
  - Must not have slits that rise higher than the kneecap when seated
  - No false pockets
  - Must be worn with slips
  
- Blouses and Tops
  - Must not be tucked into pants/jeans
  - Must have at least 3 inches overlap over the bottom garment (i.e. skirts, pants)
  - Must have sleeves
  - Must appropriately conceal shoulder, midriff, back, and cleavage (No sweaters or jackets, or other clothing shall be used to conceal prohibited attire)
  - Must have shoulder straps that are 2½ inches wide, or wider (no strapless, spaghetti straps, sleeveless clothing, halter-top, crop top, low cleavage tops, plunging necklines, tube tops or bathing suits)

- Pants and Trousers

- No cuffs
- No false pockets
- No form-fitting, skin-tight, or see-through (no aerobic, spandex-type material)
- Must be comfortable and loose, but ensuring that it does not slip off
- Must be standard length, down to the ankle
- No shorts

- Footwear

- Must wear shoes (no slippers, no sandals)
- No bare feet

### **PROHIBITED CLOTHING & ITEMS FOR FEMALE/MALE VISITORS**

- No hats, caps, curlers, buns, ribbons, hatbands, beads, braids, curlers, scrunchies, clips, hair comb, hair picks, binders, stickpins, leis, flower, hair ornaments, bandanas, wigs, toupee, hair extensions (elastic rubber bands are only allowed to hold hair up)
- No bathing suits or lava lavas
- No sunglasses
- No jewelry
- No printed "T" or polo shirts which display profanity, sexual symbols or facsimiles, symbols relating to drugs, gangs, narcotics, or slogans which are indicative of racial prejudices or violence, etc.
- No handbags (i.e. purses, wallets)
- No padded clothing
- No coveralls
- No lined-sweaters, jackets, and padded or hooded clothing

### **DRESS CODE FOR CHILDREN (under the age of 13)**

Children will be appropriately attired. Undergarments and footwear will be worn. A shirt, t-shirt, or blouse worn with pants/trousers is allowed. Girls may wear muumuus or dresses. A minor female visitor, who is mature or maturing, will abide by the "Dress Code for Female Adults."

### **VISITORS WITH INFANTS OR BABIES**

Diapers worn by infants or babies will be removed and changed in the presence of the screening ACO. The used diaper will be discarded and replaced with a clean diaper. It is the visitor's responsibility to bring a clean diaper for the change. Baby food, pacifiers, and baby carriers are strictly prohibited. Breast-feeding is not allowed. The following items are authorized into the visit area: 1 extra diaper, 1 plastic bottle of liquid (which shall be opened and checked), and 1 unlined, non-quilted, unpadded blanket.

### **SPECIAL VISITATION**

If an immediate family member from another island or the mainland is unable to visit during regular visiting hours, a "special visit" must be approved in advance. A 1-week advanced notice that includes the visitor's name, current address, social security number, date of birth, date/time of the visit, is normally required. Special visits may be permitted on weekends. An inmate is allowed only one special visit per month. Round-trip airline tickets may be requested as proof of travel.

Individual shall be approved for visitation after the completion of the required process. A visitation list may not have more than 12 individuals.

Individuals on active parole/probation must obtain in writing, permission to visit. No former inmates will be allowed to visit unless prior written approval is granted from the Warden or the Warden's designee. Former inmates must be off supervision and have the recommendation of their supervising agent. Even if the supervising agent recommends the visit, it must still be approved, in advance by the Warden, and will be limited to immediate family members. Former inmates who were victims of the crime or convicted as part of the crime, will not be allowed to visit. Any rules that the PSD has, regarding visits of this type, will also apply and, approval will be required.

Visits are scheduled on a first-call, first-serve basis. Visits are non-contact once a week, for 1 hour. Visitors may call (808)243-5861 to schedule a visit. Calls will be accepted on Monday and Tuesday, from 8:00 am -10:00 am and 1:00 pm - 2:30 pm.



## VISITATION HOURS

<u>Visit Day</u>	<u>Visit Time</u>
Wednesday	6:45pm – 7:45pm
Wednesday	8:00pm – 9:00pm
Thursday	6:45pm – 7:45pm
Thursday	8:00pm – 9:00pm
Saturday/Sunday	8:00am – 9:00am
Saturday/Sunday	8:00am – 9:00am
Saturday/Sunday	9:15am– 10:15am
Saturday/Sunday	9:15am– 10:15am
Saturday/Sunday	12:00am– 1:00pm
Saturday/Sunday	12:00am– 1:00pm
Saturday/Sunday	1:15pm – 2:15pm
Saturday/Sunday	1:15pm – 2:15pm
Sunday	6:45pm – 7:45pm
Sunday	8:00pm – 9:00pm

## MAIL PROCEDURES

There is no limit on the amount of correspondence sent/received. Books, magazines, food items, etc. (Refer to Prohibited items listed below) may not be sent to an inmate. Mail shall be addressed in the following format:

First/Last Name Return Address	Inmate's First/Last Name (include SID Number) c/o Maui Community Correctional Center 600 Waiale Drive Wailuku, HI 96793	Stamp
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All correspondence must go through approved channels. Staff monitors incoming/outgoing mail.

Any suspicious mail that appears to cause a threat to the safety and security of MCCC may cause a delay in the processing. Mail shall be returned for the following reasons: first/last name and return address not listed, envelope has stickers, ink stamps, glitter, glue, drawings, bookmarks, lipstick/kiss marks, or inappropriate content (i.e. pornography, threatening remarks).

### **PROHIBITED ITEMS**

The following is a list of items that are prohibited from the Correctional mail system. This applies to incoming and outgoing mail.

- Any over-the-counter drugs/alcohol/illegal drugs/drug paraphernalia or any mind altering substance; for example, pills, liquids, powder, etc.
- Written communication containing threats of violence against staff, civilian personal or vendors. Any other type of threat that compromises the overall security of the facility and/or the safety of the staff and inmates.
- Stationery products: stamps, blank paper, blank greeting or postcards, electronic musical cards, gift cards, calling cards
- Photo magnets, laminated plastic or hard cover items (book markers, frames, sheet protectors, tattoo stencils)
- Plant shavings (flower petals), body hair
- Calendars, maps, electrical wiring diagrams, blue prints
- Glitter, glue, ink stamps, lipstick and or kiss marks, stickers
- Heavily perfumed or scented envelopes
- Newspaper clippings and store coupons, poems or musical printouts (lyrics), digital downloads photos and poems and lyrics
- Third party correspondence
- Sweepstake prizes, pre-approved credit cards. Participation in a related event is not permitted.
- Personal checks, money order or cash
- Paper clips, ribbons, candy
- All photos must be 4" x 6" or smaller. No altering of photos - no cut-up, torn, pasted or laminated. Photograph depicting nudity, gang graffiti or affiliation or alcohol is prohibited.

- Drawings/colors or any gang related material or affiliations (only black ink or pencil writing).
- Disc jockey request to radio stations and solicitations
- Subscriptions to a publication (book, manual, magazine or newspaper) without prepayment and prior written approval

### TELEPHONE PRIVILEGES

During recreation times, inmates have access to a phone, based on a prepaid account through GTL telephone service. Inmates may make local, inter-island, mainland, and international calls. Responsibility for payment rests with the party accepting the call. You are responsible to contact GTL to set up an account to receive calls. Three-way calls and pre-paid phone cards are prohibited. All calls are subject to being monitored. Phone calls are a privilege that can be revoked. Do not call MCCC for information, as no information will be provided due to privacy issues. Messages will not be delivered to any inmate. Do not call MCCC to speak to an inmate. This request will not be granted.

GTL: Customer Service Number: (877) 650-4249

FAX Number: (251) 473-2002

Website: [www.connectnetwork.com](http://www.connectnetwork.com)

Email: [support@connectnetwork.com](mailto:support@connectnetwork.com)

Mailing Address: Advance Pay Service Dept.  
P O Box 911722  
Denver, CO 80291-1722

In the event of an emergency (i.e. information regarding the safety of an inmate, death in the family) request to speak to the **Watch Commander** and state the nature of the emergency.

*Note: All inmate telephone calls are closely monitored with the exception of privileged calls to Attorneys with Bar Association Number, Ombudsman, and ACLU.*

## **INMATE PROPERTY PROCEDURES**

**Starting November 4, 2018**

Maui Community Correctional Center will no longer accept incoming property. All property will be for purchase on inmates store order.

### **EXCESS AND DISALLOWED PROPERTY:**

Inmates have 30 days to have prohibited or excess property picked up or mailed out to family member / friend. Contact **Property Officer** for pick up days and times.

### **SENTENCED INTERMITTENT INMATE (WEEKENDER)**

Only white T-shirts / Undergarments (i.e. panties, bras, boxers, and briefs) will be allowed to come in.

**ALL OTHER PROPERTY IS PROHIBITED**

## **BAIL, RELEASE AND SUPERVISED RELEASE ISSUES**

Bail can only be paid in cash or cashier's check. The cashier's check shall be made payable to either Maui District Court or Maui Second Circuit Court from 8:00 a.m. – 4:00 p.m., Monday – Friday, excluding state holidays. The court's fiscal office is located at 2145 Main Street, Ste. 137, Wailuku HI 96793 (808) 244-2999. Please note, bail is not accepted at MCCC.

MCCC does not address questions related to an inmate's release time. For information regarding bail amounts and charges, contact the appropriate court office where the inmate's case is being heard. For questions related to court hearing, contact the inmate's Attorney or Public Defender.

## MCCC TELEPHONE DIRECTORY

The following telephone numbers are listed to provide assistance

MAIL OFFICE	(808) 243-5103
PROPERTY OFFICE	(808) 243-5102
VISITS OFFICE	(808) 243-5861
INMATE'S ACCOUNT	(808) 243-5282
PROGRAMS SOCIAL WORKER	(808) 243-5197

Note: All rules and regulations are subject to change at any given time without prior notice.



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Deborah Taylor, TA Warden  
Maui Community Correctional Center

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*The following forms are available at the Gate House of MCCC*

APPENDIX 1  
STATE OF HAWAII  
DEPARTMENT OF PUBLIC SAFETY  
VISITING APPLICATION

I, \_\_\_\_\_, ( \_\_\_\_\_ ) of \_\_\_\_\_,  
(Print--Applicant's Name) (Date of Birth) (Address)

the \_\_\_\_\_ of \_\_\_\_\_, request permission to  
(Relationship) (Inmate's Name)

visit with the above-named inmate.

**LAWS AND REGULATIONS**

1. A person commits the offense of promoting prison contraband in the first degree if he/she intentionally conveys a dangerous instrument or drug to any person confined in a correctional or detention facility; or being a person confined in a correctional or detention facility, he intentionally makes, obtains, or possesses a dangerous instrument or drug.

A "dangerous instrument" shall have the same meaning as defined in *HRS* §707-700 (4); a dangerous instrument may only be possessed by or conveyed to a confined person with the warden's express prior approval; a "drug" shall include any of the items listed in *HRS* §§ 712-1240 (1)-(3) and (5)-(7); a drug may only be possessed by or conveyed to a confined person under medical supervision.

Promoting prison contraband in the first degree is a class B felony.

A person who has been convicted of a class B felony may be sentenced to ten (10) years imprisonment and a \$10,000 fine. (See, *Hawaii Revised Statutes* § 710-1022.)

2. A person commits the offense of promoting prison contraband in the second degree if he/she intentionally conveys known contraband to any person confined in a correctional or detention facility; or being a person confined in a correctional or detention facility, he/she intentionally makes, obtains, or possesses known contraband.

"Contraband" means any article or thing which a person, confined in a correctional or detention facility, is prohibited from obtaining or possessing by statute, rule, regulation, or order.

Promoting prison contraband in the second degree is a class C felony.

A person who has been convicted of a class C felony may be sentenced to five (5) years imprisonment and a \$5,000 fine. (See, *Hawaii Revised Statutes* § 710-1023.)

3. None but official visitors shall be allowed to visit any state correctional facility or to have any oral or written communication with the committed person, unless granted written permission by the warden of the correctional facility; nor shall any visitor deliver to or receive from any committed person any letter or message except with permission granted by the warden of a state correctional facility, in accordance with

**APPENDIX 1**

*Hawaii Administrative Rules § 23-100-4(c).* Unauthorized communications, passing of documents, or visiting is a class C felony.

4. Procedures at all facilities shall be consistent with the following provisions:
- Every visitor upon authorized entry into a correctional facility or its grounds will be subject to a search of his or her person, vehicle, or any item in his or her possession. (See, *Hawaii Administrative Rules*, § 23-100-6.)
  - Visitors are not allowed to bring electronic equipment into a correctional facility, including but not limited to cellular or mobile phones, tablets, cameras, electronic cigarettes (e-cigarettes), etc. These items are considered contraband and will be treated as such.

*Visiting an inmate is a privilege and may be restricted or denied. (See, Hawaii Administrative Rules, Title 23, Subtitle 2, Chapter 100, Visits.)*

I HAVE READ AND UNDERSTAND THE LAWS AND REGULATIONS SET FORTH HEREIN AND I AGREE TO ABIDE BY THEM.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Required For Visits:** \_\_\_\_\_  
Social Security Number

APPROVED / DISAPPROVED:

\_\_\_\_\_  
Warden

\_\_\_\_\_  
Date

**APPENDIX 2**

**STATE OF HAWAII**

**DEPARTMENT OF PUBLIC SAFETY**

**COMMUNITY CORRECTIONAL CENTERS**

While it is the intent of the Community Correctional Centers Division to encourage family visitation as part of it's rehabilitation program, it must be recognized that visits by children under 12 years of age present problems within correctional institutions.

There are no special child care facilities in Hawaii correctional institutions, and parents are expected to maintain care and control of children at all times during visits. If children are left unattended or are allowed to cause any disturbance in the facility, future visitation privileges may be curtailed or eliminated without notice.

In addition, parents of visiting children are required to sign the following waiver of liability:

**WAIVER OF LIABILITY**

**THE UNDERSIGNED WAIVES ANY AND ALL CLAIMS OF LIABILITY AGAINST THE STATE OF HAWAII OR IT'S EMPLOYEES AS MAY ARISE OUT OF THE VISITATION OF CORRECTIONAL FACILITIES BY HIS/HER MINOR CHILDREN:**

INMATES NAME: \_\_\_\_\_

PARENTS/GUARDIAN NAME: \_\_\_\_\_

SIGNATURE/DATE: \_\_\_\_\_

CHILD'S NAME/DATE OF BIRTH: \_\_\_\_\_

CHILD'S NAME/DATE OF BIRTH: \_\_\_\_\_

CHILD'S NAME/DATE OF BIRTH: \_\_\_\_\_

CHILD'S NAME/DATE OF BIRTH: \_\_\_\_\_



APPENDIX 3

M.C.C.C. – PSD

STATE OF HAWAII

PARENTAL CONSENT FOR MINORS

*NOTARIZED, written permission from a non-incarcerated parent or guardian is required before a minor (under 18) may visit an offender without the non-incarcerated parent or legal guardians attendance to visit. A certified copy of the minor's birth certificate and/or a filed copy of the court order establishing legal guardianship must accompany the notarized letter. As the parent or legal guardian, I understand that the visit may be a contact visit.*

\_\_\_\_\_  
(print parent / legal guardian name)

\_\_\_\_\_  
(signature)

*the parent/legal guardian of the following minor(s)*

\_\_\_\_\_  
(minor's name)

*do designate the following person(s), who is an adult*

\_\_\_\_\_  
*to escort my minor to visit the following who is incarcerated at M.C.C.C.*

\_\_\_\_\_  
(print inmate name)

SUBSCRIBED AND SWORN TO ME THIS \_\_\_\_\_ DAY \_\_\_\_\_  
(DAY) (MONTH / YEAR)

NOTARY SEAL

\_\_\_\_\_  
(signature of **NOTARY PUBLIC** in the State of Hawaii)

\_\_\_\_\_  
(title)

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(Commission expiration)

*The original must be presented at each time of visit*